1930-31

CC#2

GOVERNMENT OF PORTO RICO
DEPARTMENT OF EDUCATION
OFFICE OF THE COMMISSIONER
SAN JUAN

ADDRESS ALL OFFICIAL COMMUNICATIONS TO THE COMMISSIONER OF EDUCATION SAN JUAN. P. R.

July 22, 1930

Circular Letter No. 3.

Subject: High School Texts to be used during the school year 1930-31.

To : Supervisors of Schools, High School Principals, and Principals of Private Secondary Schools.

Ladies and Gentlemen:

An act approved May 6, 1930 provides "that the Commissioner of Education shall state one month prior to the commencement of each school semester what school textbooks must be bought during each semester, and the acquisition of texts other than those so specified shall not be required".

I- No changes in the high school courses of study have been made nor in the basal textbooks required. Accordingly, the basal texts will be the same as those used during the past year. The following is a list of these texts by subjects:

ENGLISH

(English I)

Texts:

New Practical English for High Schools - First Course - Lewis and Hosic.
Webster's Secondary-School Dictionary.
The English Sentence - Ramírez.

Classics:

Young Folks' Book of Epic Heroes - Cruse.
Atlantic Reader, Book V.
Julius Caesar - New Historical Edition.
Man Without a Country - Hale.
The Master Builders - Wade.

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(English II)

Texts:

New Practical English for High Schools - First Course - Lewis and Hosic.
Webster's Secondary-School Dictionary.

Classics:

Young Folks' Book of Discovery - Bridges.
Ancient Mariner - Coleridge.
As You Like It - Shakespeare.
Tale of Two Cities - Dickens.

(English III)

Texts:

Composition and Rhetoric - Tanner.
Précis Writing for American Schools - Thurber.
Webster's Secondary-School Dictionary.

Classics:

Sir Roger de Coverly Papers - Addison and Steele.
Idylls of the King - Tennyson.
Merchant of Venice - Shakespeare.
Ivanhoe - Scott.

(English IV)

Texts:

Composition and Rhetoric - Tanner.
Précis Writing for American Schools - Thurber.
Webster's Secondary-School Dictionary.

Classics:

Young Folks' Book of the Heavens - Proctor.
Types of Short Stories - Herrick.
Macbeth - Shakespeare.
Lady of the Lake - Scott.
Henry Fifth - Shakespeare.

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(English V)

Texts:

English and American Literature - Long.
New Handbook of Composition - Woolley.
Composition and Rhetoric - Tanner.

Classics:

Hamlet -
Quentin Durward -
Beau Geste - Wren
Gilded Age - Mark Twain
Pride of Palomar - Kyne
A Chair on the Boulevard - Merrick.

(English VI - Public Speaking and Debating)

Texts - Public Speaking:

Public Speaking, Shurter, or
Public Speaking, Stratton, or
Extempore Speaking.

Texts - Debating:

Argumentation and Debating, Foster, or
How to Debate, Shurter.

ESPAÑOL

(Primer Año)

Libros de Texto:

Lectura Analítica - Leyendas de Bécquer.
Lectura informativa - Estímulos, de Huyke, El Perfecto Ciudadano, de Doumer.
Lectura recreativa - Misericordia, de Pérez Galdós, La Casa de la Troya, de Pérez Lugín, El Abolengo, de Linares Rivas.
Lectura suplementaria - Periódicos y novelas cortas.
Lenguaje - Gramática de la lengua - Janer, Smith, o Real Academia.
Modelo de Cartas, de Carmen Burgos, o Juan Rabel.

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Gregg Writer (Magazine)
New Dictation Course in Business Literature - Reigner
Gregg Shorthand Dictionary
The New Gregg Shorthand Phrase Book
Estudios Graduados
Cuentos y Cartas
Diccionario de la Taquigrafía Gregg
El Taquígrafo Gregg (Magazine)
Reading Book

(Business English)

Texts:

Business English - Ross
Webster's Secondary-School Dictionary

Supplementary Texts and Material:

One Hundred Lessons in Business English and Correspondence - Ross
The Golden Rule in Business - Nash
(one other book to be selected)
Four books from the Open Book List to be read outside of class.

(Secretarial Practice)

Text:

Secretarial Studies - SoRelle and Gregg

III- For supplementary reading in both Spanish and English at least five books are required to be read during the year indicated. These books, however, need not be purchased by the individual students provided the school facilitates their use through school libraries, public libraries or other means.

The books in Spanish for supplementary reading will be as follows:

PRIMER AÑO.

Novelas Cortas - Alarcón
Escenas Montañesas - Pereda
Cuentos Morales - Clarín
Ruecas de Marfil - Concha Espina

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Tropicales - Muñoz Rivera
Viaje por Italia - J. M. Monge
Rosal de Amor - J. J. Esteves
Cuentos Pedagógicos - Degetau
Impresiones de un Cronista - Abril
Jovillos - de Diego
Pomarrosas - de Diego
Mujeres Puertorriqueñas - María Luisa de Angelis
Benefactores y Hombres Notables de Puerto Rico - Eduardo Neuman
Los Indios Borinqueños - Agustín Stahl
Lecturas Puertorriqueñas - M. Meléndez Muñoz
Poesías Vesperales - V. Rodríguez Rivera
Tipos y Caracteres y Costumbres y Tradiciones - Fernández Juncos
Yuyú - Meléndez Muñoz
Estudios Sociales y Políticos - Carrión Maduro
Obras Completas de Luis Muñoz Rivera - L. Muñoz Rivera
Poesías - Gautier Benítez
Poesías - Lola Rodríguez Tió
Leyendas Puertorriqueñas - Coll y Toste
Hojas Caídas - Salvador Brau
Sonetos Sinfónicos - L. Llorens Torres

The books in English for supplementary reading will be five each year from the following lists:

FIRST YEAR.

Three Musketeers - Dumas
Seventeen - Tarkington
To Have and To Hold - Johnston
Graustark - McCutcheon
Beverly of Graustark - McCutcheon
In the Palace of the King - Crawford
Little Women - Alcott
Little Men - Alcott
The Dark Frigate - Hawes
The Royal Road to Romance - Halliburton
Beau Sabreur - Wren
The Virginian - Wister
White Mice - Davis
Scaramouche - Sabatini
Clutch of the Corsican - Bill
New Arabian Nights - Stevenson
Black Beauty - Sewell
Slippy McGee - Oemler

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SECOND YEAR.

Some Chinese Ghosts - Hearne
A Dreamer's Tales - Lord Dunsany
Twenty Thousand Leagues Under the Sea - Verne
Raiders of the Deep - Thomas
Revolt in the Desert - Lawrence
Count Luckner, the Sea Devil - Thomas
Bob, Son of Battle - Oliphant
Edison, the Man - Byran
The Spy - Cooper
Gullivers Travels - Swift
Twenty Years at Hull House - Adams
Alice in Wonderland - Carroll
Arabian Nights Entertainment
Robinson Crusoe - DeFoe
Marmion - Scott
The Alhambra - Irving
Bride of Lammamoor - Scott
Flight of the Gray Goose - Lynde

THIRD YEAR.

The Odyssey - Homer
Prose Tales - Poe
The Deerslayer - Cooper
In Brightest Africa - Akely
Four Months Afoot in Spain - Franck
Adventures in Contentment - Grayson
Abraham Lincoln- Charnwood
Camel and Car to Peacock Throne - Powell
Paul Bunyan - Stevens
Trader Horn - Horn & Lewis
Jungle Peace - Beebe
An Unsocial Socialist - Shaw
Stories - Chekhov
Mikado and Other Operas - Gilbert
Black Arrow - Stevenson
Cruise of the Cuttlefish - Lynde
His Soul Goal Marching On - Andrews

FOURTH YEAR.

The Great Horn Spoon - Wright
Life of Pasteur - Radot
Now It Can Be Told - Gibbs
Science Re-Making World - Caldwell & Slosson

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Travels of Marco Polo
Plays - Ibsen
Crime and Punishment - Dostoevesky
The Cabala - Wilder
Spirit of American Literature - Macy
The Emperor Jones - O'Neill
The Woodlanders - Hardy
Life on the Mississippi - Twain
Mill on the Floss - Elliot
Vicar of Wakefield - Goldsmith

ENGLISH V.

Man Who Was Thursday - Chesterton
Winesburg, Ohio - Anderson
New Grub Street - Gissing
Way of All Flesh - Butler
Brothers Karamazov - Dostoevesky
Creative Chemistry - Slosson
Story of Philosophy - Durant
Eminent Victorians - Lytton Strachey
An Indian Journey - Bonsels
Return of the Native - Hardy
Americanization of Edward Bok - Bok

At least one copy of each of the titles listed above in both English and Spanish should be in every secondary school library.

While it is not compulsory that commercial schools be provided with the following books, it is strongly recommended that one copy of each of the following be secured for the libraries of the commercial schools and the libraries of those high schools offering commercial courses.

Biography

Americanization of Edward Bok - E. W. Bok
Lives of Poor Boys Who Became Famous - S. K. Bolton
Lives of Girls Who Became Famous - S. K. Bolton
Lee the American - Gamaliel Bradford
Autobiography - Andrew Carnegie
Cyrus Hall McCormick - H. N. Casson
T. C. Edison - F. L. Dyer & Martin
The First Million the Hardest - A. B. Farquhar
Men Who Are Making America - B. C. Forbes
My Life and Work - Samuel Ford, Henry & Crowther

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Life of Mary Lyon - B. B. Gilchrist
E. H. Harriman - George Kennan
George Westinghouse - F. E. Leupp
My Autobiography - S. S. McClure
From Sail to Steam - A. T. Mahan
The Iron Hunter - C. S. Osborn
In One Man's Life; chapters from the personal and business career of Theodore N. Vail - A. B. Paine
Life of James J. Hill - J. G. Pyle
Florence Nightingale - L. E. Richards
My Brother, Theodore Roosevelt - C. R. Robinson

Business

How to Develop and Expand a Retail Business - Anon
Future of Us Boys - R. W. Babson
Building Your Own Business - A. C. Burnham
Financing and Enterprise - Francis Copper
Imagination in Business - L. F. Deland
Making Advertisements and Making Them Pay - R. S. Durstine
America vs. Europe in Industry - D. T. Farnham
Finance, Business and the Business Life - B. C. Forbes
Romance of Business - W. C. Forbes
The Engineer - J. H. Hammon
Our Railroads Tomorrow - Edward Hungerford
Manufacturing Industries in America - R. M. Keir
Human Nature in Business - F. C. Kelly
Circuits of Victory - A. L. Lavine
Getting the Most out of Business - E. S. Lewis
City of the Dinner-Pail - J. T. Lincoln
Book of Thrift - T. D. MacGregor
Work of the Stock Exchange - J. E. Meeker
Economics of Retailing - P. H. Nystrom
The Harbor (Fiction) - Ernest Poole
Romance of a Great Factory - C. M. Ripley
Evolution of the Oil Industry - Victor Ross
Increasing Human Efficiency in Business - W. D. Scott
Essential Elements of Business Character - H. G. Stockwell
Personality in Business - System (Publisher)
New Ideals in Business - I. M. Tarbell

Vocational

Secret of Success - W. H. D. Adams
Business Employments - F. J. Allen

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Job, the Man, the Boss - Blackford & Newcomb
Management and Men - Meyer Bloomfield
Youth, School, and Vocation - Meyer Bloomfield
Getting a Living - G. L. Bolem
Advertising as a Business Force - P. T. Cherington
How to be a Private Secretary - Sherwin Cody
Vocational and Moral Guidance - J. P. Davis
Railway Organization and Working - E. R. Dewsnup
Beginning Right - N. C. Fowler
What Career - E. E. Hale
The Private Secretary - E. J. Kilduff
Engineering as a Vocation - Ernest McCullough
Making Life a Masterpiece - O. S. Marden
Why Go to College - A. F. Palmer
Choosing a Vocation - Frank Parsons
Making of a Journalist - Julian Ralph
What Can a Young Man Do? - F. W. Rollins
How to Become a Private Secretary - Arthur Sheppard
Essential Elements of Business Character -
H. G. Stockwell
Obvious Adams (Fiction) - R. R. Updegraff
Thoughts on Business - W. P. Warren
Meaning of Money - Hartley Withers

Miscellaneous

Conquest of the Tropics - F. U. Adams
Courage of the Commonplace - M. R. S. Andrews
Old Glory - M. R. S. Andrews
Story of Leather - S. W. Basset
Story of Lumber - S. W. Basset
Story of Wool - S. W. Basset
Perseverance - How to Develop it - H. Besser
Friendship - Hugh Black
Common Sense - How to Exercise it - Mme. Blanchard
School, College and Character - B. R. Le Briggs
Hindrances to Good Citizenship - James Bryce
What Men Live By - R. C. Cabot
Opportunities - How to Make the Most of them -
L. Charley
Stories of the Day's Work - F. G. Davis, Roy & Getchell
The Greatest Thing in the World - Henry Drummond
Durable Satisfactions of Life - C. W. Elliot
Education for Efficiency - C. W. Elliot
Twelve Principles of Efficiency - Harrington Emerson
Through College on Nothing a Year - Christian Gauss
Adventures in Contentment - David Grayson
The Friendly Road - David Grayson

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The Efficient Life - L. H. Gulick
Kingship of Self- Control - W. C. Jordan
Life's Enthusiasms - D. S. Jordan
The World I Live In - Helen Keller
Present-Day Essays - E. Van B. Knickerbocker
What is Worth While? - A. R. B. Lindsay
Brewster's Millions - G. B. McCutcheon
Every Man a King - O. S. Marden
Exceptional Employee - O. S. Marden
He Can Who Thinks He Can - Marden
New Woman and Her New Opportunity - O. S. Marden
Prosperity; How To Attract It - Marden
Pushing to the Front - Marden
Rising in the World - Marden
Training for Efficiency - Marden
You Can, But Will You? - Marden
Friendly Stars - M. E. Martin
Valley of Democracy - Meredith Nicholson
Self-Cultivation in English - G. H. Palmer
North Pole; Its Discovery in 1909 - R. E. Peary
Seven Secrets of Success - M. C. Peters
Personal Efficiency in Business - E. E. Purinton
Culture of Personality - J. H. Randall
Succeeding with What You Have - C. M. Schwab
South - E. H. Shackleton
Creative Chemistry - E. E. Slosson
Story of Iron and Steel - J. R. Smith
Strategy of Great Railroads - F. H. Spearman
Character; How to Strengthen It - D. Starke
Poise: How to Attain It - D. Starke
Story of Sugar - G. T. Surface
Character Building - Thought Power - R. W. Trine
Story of the Cotton Plant - Frederick Wilkinson
On Being Human - Woodrow Wilson
When a Man Comes to Himself - Woodrow Wilson

IV- Principals and teachers of both public and private schools are encouraged to forward suggestions to the Department, from time to time, as to advisable changes in courses of study and texts, for future consideration.

Very truly yours,

(Signed) JOSE PADIN
Commissioner of Education

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